

EXECUTIVE ORDER 95-17

GOVERNOR'S OFFICE OF MANAGEMENT AND BUDGET

WHEREAS, Arizona State Government continuously seeks to strategically position itself to meet citizen demands for responsive, accountable, efficient, and effective government; and

WHEREAS, the Executive Branch of Arizona State government seeks to better coordinate the management, budgeting, and program evaluation activities and resources of the Governor's Office of Strategic Planning and Budgeting, Office for Excellence in Government and the *proposed* Office of Program Evaluation; and

WHEREAS, state agencies, boards and commissions striving to achieve sustainable, long-term management and operational improvements should have central access to management consulting and budgeting services; and

WHEREAS, Arizona state government seeks to systematically evaluate and review the efficacy and results of all State programs thereby maximizing State resources through improved operations and services;

NOW, THEREFORE, I Fife Symington, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of this State, hereby create the **OFFICE OF MANAGEMENT AND BUDGET** which will operate as an adjunct to the Governor's Office reporting to the Governor's Deputy Chief of Staff for the State Operations and assists in coordinating the management of State Government, and order and direct:

The Office of Management and Budget shall be responsible for and have authority to:

- A. Direct, coordinate and provide oversight of management consulting and training, budgeting, strategic planning, and program evaluation activities through the Office of Excellence in Government, Office of Strategic Planning and Budgeting, and the *proposed* Office of Program Evaluation.
- B. Recruit and retain high caliber management, budget, and strategic planning experts to staff the Office. The Director shall serve as the Governor's Chief Planning and Budget Officer.
- C. Manage and coordinate the State of Arizona's Strategic Planning and Executive Budget processes as defined by Chapter 283, Laws 1995. Functions in the strategic planning and budget processes include, but are not limited to, the following:
 - (1) Provide direction for and analysis of agency strategic plans, including planning policies and procedures
 - (2) Provide direction and analysis for State fiscal issues, including the development and implementation of fiscal, budgetary and agency management policies and procedures.
 - (3) Analyze agency budgets and present an annual and biennial fiscal report, both in terms of budget projections and historical trends, to the Governor

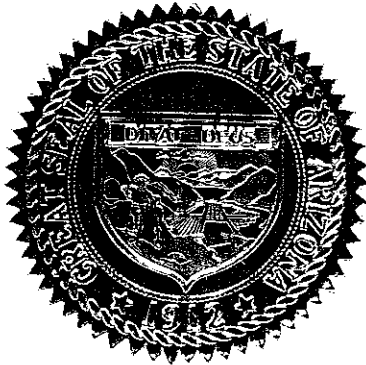
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STATE DOCUMENTS

- (4) Assist agencies in the preparation and implementation of their budgets and strategic plans.
- D. Manage and coordinate State demographic and economic forecasting models through a consortium of agency, university, and private sector demographic and forecasting expertise.
- E. Manage and coordinate management consulting services that continually improve organizational effectiveness, administrative systems, operational methods, and productivity, which result in higher quality services. Such services should be founded within a climate that supports mutual cooperation and collaboration between the Office and State agencies.
- F. Orchestrate a Program Authorization Review (PAR) process, as defined by Chapter 283, Laws 1995 that strengthens agency accountability for producing meaningful results from State Programs, measures each program's efficiency and effectiveness, and identifies opportunities to retain, eliminate and/or modify programs to better utilize limited public resources.
- G. Manage and coordinate the Institute for Excellence in Government. The Institute's functions will include, but are not limited to:
 - (1) Training State agency personnel in basic management tools and skills of strategic planning and performance measurement; budgeting, management, and organizational analysis; and program evaluation
 - (2) Training State agency directors and other members of executive staffs in agency leadership and management skills. This includes the development and management of a leadership development program for state managers and supervisors consisting of both technical supervisory skills and management skills (Arizona Leadership Academy)
 - (3) Developing a cadre of strategic quality management trainers representing major agencies who in return provide strategic quality management training within their agency and throughout all of State government thereby maximizing scarce training resources.
 - (4) Developing and offering curriculum intended to integrate quality and methods in all government services.
- H. Develop an enterprise-wide competitive government program that assists State agencies engaged in privatization efforts to deliver cost-effective and quality services

- I. Manage and coordinate the Governor's "A Spirit of Excellence" Award program to recognize teams and organizations that inspire others and have made contributions resulting in improved customer service, increased productivity and/or decreased costs in State government



IN WITNESS WHEREOF, I have hereto set my hand and caused to be affixed the Great Seal of the State of Arizona.

F. Lee Po
GOVERNOR

DONE at the Capitol in Phoenix this fifth day of October in the Year of Our Lord One Thousand Nine Hundred and Ninety-Five and of the Independence of the United States of America the Two Hundred and Nineteenth.

ATTEST:

Jane Lee Hull
Secretary of State